



Denbigh Town Council
Town Hall, Crown Lane, Denbigh, LL16 3TB
townclerk@denbightowncouncil.gov.uk
01745 815984

Data Breach Policy

How to report a data security Breach

Denbigh Town Council shall notify the personal data breach to the competent national authority no later than 24 hours after the detection of the personal data breach, where feasible.

You can get a copy of the request form

- By post from the Town Clerk at Denbigh Town Hall
- By telephoning 01745 815984
- By e-mail townclerk@denbightowncouncil.gov.uk
- By downloading, completing and returning the form (Appendix 1)

We will release data findings to you within within 28 days (20 working days).

How to make a Subject Access Request

Under the terms of the Data Protection Act. you have the right to:

- Request a copy of the data we hold about you, and
- Receive a copy of that data

You must apply to our Town Clerk in writing. To help you with the request process we have prepared a Data Subject Access Request application form. (Appendix 2)

You can get a copy of the request form

- By post from the Town Clerk at Denbigh Town Hall
- By telephoning 01745 815984
- By e-mail townclerk@denbightowncouncil.gov.uk
- By downloading, completing and returning the form (Appendix 2)

After completing the Subject Access Request form you will need to provide two forms of proof of identity (one address and one person) and post your completed application form and proofs of identity to the Town Clerk at the above address.

We will report to the ICO within 72 hours, collate and release the data to you within 28 days (20 working days).